

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 18 April 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #16

I. SIGNIFICANT ITEMS:

FY 1957-58 Budget Call - At a recent meeting of all Agency Budget Officers, the details included in the final draft of the current Budget Call Regulation were discussed. The OTR Operating Budget and Preliminary Estimates are due to the Comptroller by 7 June. Essential detail for this presentation will be due to BFO/TR by 18 May 1956. All OTR major components will be appraised of the required detail and will be furnished financial data essential to the preparation of budget estimates. Appointments will be scheduled by BFO/TR with each School and Staff Chief to review the financial and budgetary aspects of their programs.

II. OTHER ITEMS:

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5. Briefings - At the DDP Training Officers Meeting on 13 April, the Registrar discussed the unusual number of individual [] briefings conducted for students enrolled in the Operations Familiarization and [] Courses. In order to reduce the number of briefings, the Registrar will send the Initial Briefing sheet indicating the time and place of the final briefing immediately upon receipt of the request, which should give the students sufficient lead time to work the final group briefing into their schedules. The Training Officers raised no objection to this procedure.

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C. Space:

1. LETS - 630 square feet of additional space was acquired from the Office of Logistics for the use of LETS in Quarters I. The total space now occupied by LETS in this building is 4,075 feet.



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D. Projection Equipment, Building [] R & S - A memorandum was sent to the Office of Logistics containing a list of projection equipment in Buildings [] and R&S. This memorandum serves as a letter of intent to renew the existing contract for maintenance and repair of such equipment. A requisition covering this service will be submitted to the Office of Logistics as soon as FY 1957 funds become available.

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E. Registrar's Office:

1. The OTR Monthly Report of Trainees for March was disseminated on 17 April.

2. Representatives from EE and NEA Divisions used the records in the Registrar's Office on 10 and 11 April.

F. Delinquency Statements - The IBM listing from Finance, representing the status of accounts through March 1956, has been received by the Processing Section. The listing showed seventeen persons as being delinquent in accounting for Agency funds; however, all but two had submitted accountings prior to the receipt of the listing. An answer will be sent to Finance prior to 20 April 1956.

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H. External Training - Keesler AFB, Biloxi, Mississippi - The Agency is sending personnel to a series of special one week courses at Keesler AFB, Biloxi, Mississippi. The first person to attend this course departed Washington on 15 April.

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J. OTR Regulation ☐ - The proposed OTR Regulation ☐ Individual Career Plans, has been coordinated and approved by the OTR Career Service Board. Modifications have been included, and it is now being finalized.

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K. Summer Employees - The Office of Training has eleven (11) summer employees in process. They will come on board beginning in June.

L. Special DCI Project - OTR will supply four (4) persons for the special DCI project. The first individual has volunteered and was interviewed during the afternoon of 17 April 1956, by the Chief, Personnel Assignment Division, Office of Personnel.

M. PERSONNEL ITEMS:

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